

## Initial Security Briefing (SEC050)

As an individual with access to Sandia-controlled premises and other U.S. Department of Energy (DOE) facilities, you are responsible for helping to ensure safety and security within these facilities. This briefing provides a general overview of your responsibilities.

### Badge Responsibilities

- EVERYONE MUST WEAR A BADGE.
- Your badge is government property; return it when it is no longer needed.
- Wear your badge above your waist in front of your outermost garment.
- Do **not** use your badge to extend access to others.
- Do **not** wear or use your badge for identification purposes offsite.
- If your badge is lost, report within 24 hours to the Badge Office, 505-284-3626.
- If your badge is stolen, report promptly to
  - During work hours: the Badge Office, 505-284-3626
  - After hours: Security Incident Management Program (SIMP) pager, 505-283-7467

### Access to the Facility

- Access to Sandia security areas is administered through designated turnstiles, staffed gates, and/or badge readers.
- Remain with your escort at all times when in a "Limited" or more restricted area.
- Uncleared individuals may only be escorted by DOE-cleared and badged U.S. citizens. Foreign nationals may not act as escorts.
- Uncleared foreign nationals may only be escorted by cleared Sandia employees who are U.S. citizens and only in and through areas listed on the approved Foreign National Request/Security Plan (FNR/SP).

### Emergencies

- Report emergencies to 911 from the nearest Sandia landline telephone. If you are using a cell phone, call 505-844-0911.

### Protection of Classified and Sensitive Unclassified Information

- Access to classified and sensitive unclassified information is based strictly on need to know and clearance levels.
- All classified and sensitive unclassified information must be properly marked and physically protected from unauthorized use.
- Report unprotected information immediately.

### Protection of Government and Sandia Property

- Sandia equipment, such as computers and vehicles, is the property of the U.S. government. It is to be used only for official business.
- Misuse of government property is considered "waste, fraud, and abuse" and may be a punishable offense.
- Do **not** park in unauthorized areas (e.g., Reserved, Handicap, Security).
- Follow all posted speed limits (if not posted, the speed limit is 15 mph).

### Prohibited and Controlled Articles

**CONTROLLED ARTICLES:** Only government- or Sandia-owned electronic devices are allowed in Limited Areas. Personally owned electronic devices, including cell phones, mp3 players, non-government-owned computers, and other portable electronic devices (PEDs) and associated media, are allowed only in Property Protection Areas (PPA). *Do not connect these devices to any Sandia equipment or use them to acquire audio or visual information on personnel or their activities without documented full knowledge or consent. Do not use these devices to acquire Sandia-controlled sensitive unclassified information.*

**PROHIBITED ARTICLES:** Alcohol or other intoxicants; illegal drugs and paraphernalia; and weapons, explosives, incendiary devices, and other dangerous instruments or materials likely to produce injury or damage to persons or property **are not allowed anywhere on Sandia premises.**

### Prompt Reporting

- Promptly notify your escort or manager of security concerns, especially any apparent violations of the above-stated security protocols.
- If your manager is not available, report your concerns via the OOPS hotline (505-844-0311). *Do not provide details of the situation over the phone.*

*If in doubt, ask!*

For answers to Security-related questions...  
Dial 321 from any Sandia landline, or 505-844-1321 from any phone.



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